



**BOXBOROUGH PLANNING BOARD**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1723 · Fax: (978) 264-3127  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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Owen Neville, Chair    Eduardo Pontoriero, Clerk    Nancy Fillmore    John Markiewicz    Hongbing Tang

**Meeting Minutes**  
**March 23, 2015**  
**7:30 PM**  
**Morse Room, Town Hall, 29 Middle Road**

Members present:

Owen Neville, Chair  
Nancy Fillmore, Member  
Hongbing Tang, Member  
Adam Duchesneau, Town Planner

Members absent:

John Markiewicz, Member  
Eduardo Pontoriero, Clerk

The Chair called the meeting to order at 7:30 PM.

**Meeting Minutes of February 23, 2015**

Ms. Fillmore MADE a MOTION to approve the minutes of February 23, 2015. Ms. Tang SECONDED the MOTION. All members voted in favor.

**Meeting Minutes of March 9, 2015**

Ms. Fillmore MADE a MOTION to approve the minutes of March 9, 2015. Ms. Tang SECONDED the MOTION. All members voted in favor.

**Correspondence**

Mr. Duchesneau indicated the Planning Board had not received any correspondence from the public since their last meeting.

Ms. Fillmore provided an update from the last Space Needs Advisory Group (SNAG) meeting. She indicated the consultant for the project, HKT Architects, Inc. (HKT), provided some cost estimates for the proposals the SNAG thought were the best. The highest cost estimate came in at well over \$25 Million. The SNAG determined this figure was far too high to consider for Town Meeting and asked HKT to look at options to reduce costs and come back with other proposals. Ms. Fillmore stated that Selectman James Gorman suggested only requesting monies from Town Meeting to fund the next stage of the study. Mr. Neville confirmed the request would likely only be for additional money to study the project and Ms. Fillmore indicated that was correct, but added that project funding may be requested if there is a Special Town Meeting in the fall.

Mr. Neville provided an update on the Community Preservation Committee's (CPC) activities. He noted the CPC originally considered not bringing forward any projects to the May Town Meeting and only performing the required 10% allocations for affordable housing, recreation and

open space, and historic preservation. However, the CPC has decided to ask for Town Meeting to not only make the three required 10% allocations, but to also request that 5% of the Community Preservation Act (CPA) funds be allocated for administrative purposes and that three projects be funded. Those projects are public records preservation and maintenance, the emergency repair of the front steps to Town Hall, and to perform exterior work on the barn at Steele Farm. Mr. Neville also noted the CPC would be conducting a public hearing on Thursday, April 30, 2015 to solicit ideas for projects from Town boards, committees, and commissions, and the general public.

The Planning Board then had a brief conversation about which members might present each Zoning Amendment Warrant Article.

### **2015 Annual Town Meeting Proposed Zoning Bylaw Amendments**

At 8:00 PM the Planning Board opened the public hearing regarding the proposed Zoning Bylaw Amendments. Mr. Duchesneau read the public hearing notice into the record. Mr. Neville then went through each of the following proposed Zoning Bylaw Amendments to see if anyone from the public wished to provide comments as follows:

- (1) Amend Definition 2101 "Accessory Structure" to "Accessory Building."

There were no comments from the public.

- (2) Amend Definition 2152 "Mixed-use."

There were no comments from the public.

- (3) Administrative amendment to Section 4001 General.

There were no comments from the public.

- (4) Amend the word "churches" to "places of worship" in Section 6006 Parking Schedule.

There were no comments from the public.

- (5) Amend Section 4003(1) Residential Uses to allow Bed and Breakfasts in the Agricultural-Residential (AR) and Residential-1 (R1) Districts by Special Permit.

There were no comments from the public.

- 6) Amend Section 6300 Signs to regulate temporary signs associated with places of worship, the public school system, yard sales, real estate open houses, and businesses, historical markers, and to perform administrative corrections.

Fred Bement of 535 Middle Road asked how this would impact businesses in Boxborough. Mr. Neville explained that many of the proposed amendments were administrative in nature but others would provide businesses a little more flexibility in terms of their allowable temporary signage.

(7) Amend Definition 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities to allow for wireless communication facilities for public safety purposes outside of the Wireless Communication Facilities Overlay District.

Mr. Neville explained the 2014 Town Meeting appropriated funds to upgrade the Police and Fire Department communication systems and they will likely need to erect a wireless communication tower outside of the Wireless Communication Facilities Overlay District. Betty Bement of 535 Middle Road asked if this proposed amendment would give the Police and Fire Departments permission to simply erect a tower outside of the Overlay District. Mr. Neville explained a Special Permit from the Zoning Board of Appeals would still be required.

Ms. Bement indicated she had great concerns about a wireless tower being erected near her property, more specifically on the Town-owned land where the museum is located. Mr. Bement asked why a tower could not be erected on the Town-owned land off of Windemere Drive. Mr. Neville stated this would require Conservation Commission and Zoning Board of Appeals approval, as well as an act of the State Legislature. Mr. Bement added it would seem the Town would want to erect this tower on one of the highest points of land in town. Mr. Neville indicated he had spoken to the Fire Chief about the project and only three locations were mentioned: 85 Swanson Road, the Hager Hill site, and the Boxborough Museum property (575 Middle Road).

Mr. Duchesneau then went over the locations of the existing Wireless Communication Facilities Overlay District as well as the general requirements for a Wireless Communication Facility. He noted even with the proposed amendment, these general requirements would still need to be met for an Applicant to erect a wireless tower, as well as receive a Special Permit from the Zoning Board of Appeals. Mr. Bement stated he was trying to get an understanding for how high towers are in general, and what could be done to erect antennas on existing towers or structures in the area to improve the system instead of erecting entirely new towers. Frank Coolidge of 462 Hill Road noted the Middle Road/Hill Road intersection was a historic area and a large communications tower in this area would ruin the historic integrity of the area. He also stated he had concerns about potential health issues that might arise from a tower being erected in this location. Ms. Bement added she had concerns about children possibly getting into the area where the facility's equipment would be located.

Mr. Bement asked if there was other public land in town that is elevated which could be used and also wanted to know where the existing dead spots in the communication system were located. Mr. Bement then asked if the Police and Fire Departments were actually losing communication connections sometimes and Mr. Neville stated they have indicated communications would break down periodically due to dead spots in the system.

With no further questions or comments, the Planning Board closed the public hearing at 8:38 PM. The Planning Board then discussed their recommendations for each proposed Zoning Bylaw Amendment Warrant Article:

(1) Amend Definition 2101 "Accessory Structure" to "Accessory Building."

The Planning Board voted 3 to 0 to recommend approval of the Zoning Bylaw amendment and to change the explanation of the amendment in the Warrant Article language to the Planning Board's Recommendation.

(2) Amend Definition 2152 "Mixed-use."

The Planning Board voted 3 to 0 to recommend approval of the Zoning Bylaw amendment and to change the explanation of the amendment in the Warrant Article language to the Planning Board's Recommendation.

(3) Administrative amendment to Section 4001 General.

The Planning Board voted 3 to 0 to recommend approval of the Zoning Bylaw amendment and to change the explanation of the amendment in the Warrant Article language to the Planning Board's Recommendation.

(4) Amend the word "churches" to "places of worship" in Section 6006 Parking Schedule.

The Planning Board voted 3 to 0 to recommend approval of the Zoning Bylaw amendment and to change the explanation of the amendment in the Warrant Article language to the Planning Board's Recommendation.

(5) Amend Section 4003(1) Residential Uses to allow Bed and Breakfasts in the Agricultural-Residential (AR) and Residential-1 (R1) Districts by Special Permit.

The Planning Board voted 3 to 0 to recommend approval of the Zoning Bylaw amendment and to insert the Planning Board's Recommendation after the explanation wording in the Warrant Article.

6) Amend Section 6300 Signs to regulate temporary signs associated with places of worship, the public school system, yard sales, real estate open houses, and businesses, historical markers, and to perform administrative corrections.

The Planning Board voted 3 to 0 to recommend approval of the Zoning Bylaw amendment and to change the explanation of the amendment in the Warrant Article language to the Planning Board's Recommendation.

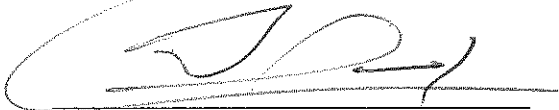
(7) Amend Definition 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities to allow for wireless communication facilities for public safety purposes outside of the Wireless Communication Facilities Overlay District.

Ms. Fillmore indicated she wanted to defer the Planning Board's recommendation to Town Meeting. She noted that if the proposed amendment was approved, it could easily make way for the erection of a 100 foot tower. Mr. Neville noted this was a possibility but also that the Zoning Board of Appeals would have the power to regulate or even deny a proposed wireless tower through the Special Permit approval process. Ms. Tang stated she was hopeful that in the future a 100 foot tower may not even be needed. Mr. Neville noted the impacts of a wireless tower need to be minimal to allow approval, but at the same time the Police and Fire Departments may need to locate a tower outside of the existing Wireless Communication Facilities Overlay District to enhance their communication system. Ms. Tang indicated the museum location has some very specific site concerns that would need to be addressed. The Planning Board then voted 3 to 0 to

recommend approval of the Zoning Bylaw amendment and to combine the existing explanation language in the Warrant Article with the proposed recommendation language to create a final, enhanced Planning Board Recommendation for the Warrant Article.

With no further business, the meeting was adjourned at 9:29 PM on a MOTION by Mr. Neville, SECONDED by Ms. Fillmore, with all members voting in favor.

On Behalf of the Boxborough Planning Board

A handwritten signature in black ink, appearing to read 'E. Pontoriero', is written over a horizontal line.

Eduardo Pontoriero, Clerk